As part of your educational experience at Pace University, you may be eligible to gain study-related, practical training through the Co-op Education Internship Program. The guidelines below must be followed in order to comply with the regulations defined by the Department of Homeland Security. You must stay in continual contact with the International Students and Scholars Office (ISSO) in order to remain in compliance when it comes to off-campus internships (Practical Training). For the most up to date information, refer to: www.pace.edu/international.

ELIGIBILITY FOR CURRICULAR PRACTICAL TRAINING (CPT)—INTERNSHIPS

- International students on an F-1 visa must be enrolled full-time for one full academic year (two consecutive academic semesters) before they are eligible to participate in a paid/unpaid off-campus internship (Practical Training).
- All students seeking an internship must first obtain the Practical Training Eligibility Form signed by the International Student Advisor on your campus after meeting with a career counselor. Your eligibility will be determined by the length of time you have been in F-1 status.
- Once your Practical Training Eligibility Form has been returned to the Career Services office, you have met with a career counselor, had your resume approved and met our requirements, you may begin to view internships online via our eRecruiting system.
- Students must be fully matriculated in a degree program and enrolled in 12 credits for Bachelor candidates, 9 credits for Master or doctoral degree candidates. Students must have a GPA of 2.5 for undergraduate candidates and 3.0 for graduate candidates.
- Eligible students may intern up to 20 hours per week during the academic year and full-time for the summer or winter break in a position that is related to the student’s major area of study.
- Students working on-campus in a Graduate Assistantship position (10 or 20 hours weekly) cannot work during the academic year in an off-campus internship, but may do so during the summer. Prior to completing one full academic year, F-1 students may participate in volunteer opportunities (positions where no one is ever paid). Students should meet with a career counselor for assistance prior to beginning a volunteer opportunity.

Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training (internships for credit and/or part of the curriculum).

AUTHORIZATION

Prior to beginning your internship:

- When you are offered an internship and would like to accept the position, you must meet with your career counselor to process the required Practical Training Confirmation Form. Once completed by your career counselor, you must bring the Practical Training Confirmation Form to the International Student Office with the specifics of your internship.
- ISSO will use information from the Practical Training Confirmation Form to issue a new Form I-20 for the CPT, whether paid or unpaid. The new Form I-20 is your employment authorization. It is your responsibility to follow up with ISSO to pick up the new Form I-20 which must be shown to your internship supervisor. Allow 2-3 business days for the new I-20 to be issued before committing to a start date.
• The International Student Advisor will send a copy of your new I-20 to the Career Services office confirming your approval to intern. Once the Career Services office receives a copy of your new I-20 with CPT authorization, a confirmation letter is sent to your internship supervisor.

• You will only be authorized for one semester (or school break) at a time. If you plan on working into the next semester, you must obtain a NEW Practical Training Confirmation Form from your career counselor and obtain a new Form I-20. The extension of the practical training authorization should be completed prior to the expiration date of the existing authorization (new Form I-20 will be issued). Failure to obtain authorization on time and working in an internship without an updated I-20 (even for continuing in an internship) is a violation of your status.

• In order to work in a paid internship and pay taxes you will need a Social Security Number. Consult with your International Student Advisor for information on obtaining a Social Security card from the Social Security Administration office.

FINDING YOUR OWN INTERNSHIP
You may contact organizations on your own and accept an off-campus internship as long as the position is directly related to your major field of study and you meet all Practical Training (internship) eligibility requirements. If you are offered an internship, see your career counselor immediately to discuss the specifics of the position and confirm the eligibility criteria.

Once the career counselor approves the placement, you will need an offer/letter from the prospective employer on the company’s letterhead stating the following:

• Name and address of the organization, your responsibilities and title
• Signature, name, phone number, and email of internship supervisor
• Number of hours interning per week; The length of assignment (12 weeks minimum during the academic year/summer or 8 weeks in the summer if full-time)
• Hourly wage/Stipend (if applicable)

You cannot confirm your start date with the internship site until you meet with your career counselor and International Student Advisor. You MUST obtain written authorization BEFORE beginning ANY internship. If students start a paid or unpaid Practical Training (internship) PRIOR to getting authorization (new Form I-20) from the International Student Advisor, they will be in violation of their visa status and the employer will be informed.

IN CONCLUSION
Our goal is to support you throughout your internship experience. To make the most of your internship, stay in touch with your career counselor, keep your work authorization up to date and notify us if there are any changes in your internship assignment.

After three months we will ask you to complete an evaluation of your internship and ask the internship supervisor to evaluate your professional development. This information will be shared with you.

Should you have any questions about your eligibility for the off-campus practical training while you are on a student visa status, or any concerns about your authorization, please visit ISSO and/or schedule an appointment with the International Student Advisor before you begin your internship.

Revised: August 2015